

DD/S-58-4108

21 October 1958

MEMORANDUM FOR:

SUBJECT : Senior Administrative Officers Conference on
27, 28 and 29 October

25X1A6a

1. Attached is a complete roster of all personnel who will be present at the [REDACTED] in connection with the subject Conference. Emergency communication for those attending the Conference has been arranged through the Night Security Officer and each person attending has been provided instruction on this matter.

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2. Also attached for your information are copies of the Agenda, Schedule and Administrative Notes for the Conference, together with a tariff of attendance of individuals, which will aid your staff in planning for meals and quarters.

3. I expect to visit you on Wednesday, 22 October, at which time I would like to complete final arrangements for this Conference. Please bring to my attention any deficiencies or errors in the planning as reflected in these documents.

25X1A9a

[REDACTED]
Special Assistant to the
Deputy Director (Support)

Attachments

SA-DD/S:JER:ljh

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